

Standard Form No. 75 February 1946		<div style="text-align: center;"> <del>CONFIDENTIAL</del>              INFORMATION           </div>		4. Agency position No. <b>7482</b>	
UNITED STATES CIVIL SERVICE COMMISSION <b>POSITION DESCRIPTION</b>		3. Reason for submission: (a) If this position replaces another (i. e., a change of duties in an existing position), identify such position by title, allocation (service, series, grade), and position number (b) Other (specify) <b>New position</b>		5. C. S. C. certification No.  6. Date of certification <b>Apr. 27, 1951</b>	
8. CLASSIFICATION ACTION		7. Date received from C. S. C.			
ALLOCATION BY	CLASS TITLE OF POSITION	CLASS			INITIALS
		Service	Series	Grade	DATE
a. Civil Service Commission					
b. Department, agency, or establishment					
c. Bureau	<b>Deputy Comptroller</b>	<b>GS</b>	<b>501</b>	<b>16</b>	<b>RAS</b>
d. Field office					<b>4-27-51</b>
e. Recommended by initiating office					
9. Organizational title or position (if any)		10. Name of employee (If vacancy, specify V-1, 2, 3, or 4)			
		<b>T/O Slot #29</b>			
11. Department, agency, or establishment		c. Third subdivision			
<b>Central Intelligence Agency</b>		<b>Office of the Comptroller</b>			
a. First subdivision		d. Fourth subdivision			
<b>Deputy Director for Administration</b>					
b. Second subdivision		e. Fifth subdivision			
<b>Finance Office</b>					
12. This is a complete and accurate description of the duties and responsibilities of my position		13. This is a complete and accurate description of the duties and responsibilities of this position			
(Signature of employee) _____ (Date) _____		(Signature of immediate supervisor) _____ (Date) _____			
14. Certification by head of bureau, division, field office, or designated representative		15. Certification by department, agency, or establishment			
(Signature) _____ (Date) _____		(Signature) _____ (Date) _____			
Title: _____		Title: _____			
16. Description of duties and responsibilities (See Guide to Position Classifiers, Employees, and Supervisors for the Preparation of Position Descriptions, Standard Form No. 75A)					
<p>I have reviewed the position description as prepared and do not believe that any changes should be made at this time as the description covers the position currently being performed.</p>					
<div style="border: 1px solid black; padding: 5px; text-align: center;">             DOC <u>5</u> REV DATE <u>31-3-81</u> BY <u>06149</u>              ORIG COMP <u>38</u> QPI <u>38</u> TYPE <u>01</u>              ORIG CLASS <u>5</u> PAGES <u>3</u> REV CLASS <u>C</u>              JUST <u>22</u> NEXT REV <u>2011</u> AUTH: HR 70-2           </div>					

CONFIDENTIAL

CONFIDENTIAL

If more space is required, use the other side and add to pages size 8 x 10 1/2

16-47700-3 ☆ U. S. GOVERNMENT PRINTING OFFICE

Standard Form No. 75 February 1949		1. Check one: Dept'l <input type="checkbox"/> Field <input type="checkbox"/>		2. Official headq'r <b>Washington, D.C.</b>		4. Agency position No. <b>7482</b>	
UNITED STATES CIVIL SERVICE COMMISSION POSITION DESCRIPTION		3. Reason for submission: (a) If this position replaces another (i. e., a change of duties in an existing position), identify such position by title, allocation (service, series, grade), and position number		5. C. S. C. certification No.		6. Date of certification <b>APR 27 1951</b>	
		(b) Other (specify) <b>New Position</b>		7. Date received from C. S. C.			
8. CLASSIFICATION ACTION							
ALLOCATION BY		CLASS TITLE OF POSITION		CLASS			INITIALS
				Service	Series	Grade	DATE
a. Civil Service Commission							
b. Department, agency, or establishment							
c. Bureau		<b>Deputy Comptroller</b>		<b>GS</b>	<b>501</b>	<b>10</b>	<b>4/27/51</b>
d. Field office							
e. Recommended by initiating office							
9. Organizational title of position (if any)				10. Name of employee (If vacancy, specify V-1, 2, 3, or 4) <b>T/O Slot #29</b>			
11. Department, agency, or establishment <b>Central Intelligence Agency</b>				c. Third subdivision <b>Office of the Comptroller</b>			
a. First subdivision <b>Deputy Director for Administration</b>				d. Fourth subdivision			
b. Second subdivision <b>Finance Office</b>				e. Fifth subdivision			
12. This is a complete and accurate description of the duties and responsibilities of my position				13. This is a complete and accurate description of the duties and responsibilities of this position			
				(Signature of immediate supervisor)			
				(Date)			

The overall responsibilities of the Comptroller are as follows:

1. Provides the mechanics and procedures for the formulation, preparation and execution of the Agency's annual budget.
2. Plans and establishes, in coordination with other officials, Agency financial and budget policy.
3. Effects control of Agency funds under applicable budgetary provisions and the requirements of approved activities by the formulation and administration of a system of allotment accounts.
4. Provides unusual and unprecedented procedures and liaison for the secure expenditure and accounting of funds including those which are not accountable to the General Accounting Office.
5. Determines and assists in the administration of the application and coordination of rules, regulations and Agency policies and procedures applicable to both vouchered and unvouchered foreign financial operations and transactions.
6. Establishes, coordinates and controls all liaison with other Government agencies concerning budget and fiscal matters of all types and conducts all (over)

**SECRET**

liaison with the Bureau of the Budget.

7. Responsible for compilation and submission of regular and special budgetary and financial reports to the Bureau of the Budget and the Congress of the United States.

8. Compiles and presents informative and analytical statements, reports, graphs, charts, etc. to reflect the progress of budgetary execution.

9. Develops standards to control the budgetary and financial systems of the Agency. Conducts an analyst program throughout the Agency to continually provide assistance in the development of budget requirements and programs and to maintain appropriate financial control over operating activities.

10. Plans, develops and effectuates unique procedures governing the disbursement, control and accounting for CIA funds with the Bureau of the Budget, Treasury Department and the Office of the Comptroller General of the United States in order to establish and maintain policies and procedures within the Agency with respect to the utilization of funds in accordance with statutes, regulations and general policies to the extent permitted in supporting the mission of the Agency and the concept of the use of appropriated funds under the wide latitude provided in Agency legislation.

11. Directs the development of technical budgetary and accounting procedures governing both domestic and foreign financial activities and transactions for both vouchered and unvouchered funds and in connection therewith approves and insures the coordination of adequate instructions to Finance Officers, Certifying Officers and Agent Cashiers located both within and without the United States.

12. Continually reviews and analyzes budgetary and financial statements and effects or recommends appropriate action as required.

13. Reviews and recommends to the Deputy Director (Administration) special instructions and the establishment of policies concerning the accounting of unvouchered funds and coordinates in arriving at determinations as to action to be taken resulting from inspections and audits covering foreign financial transactions to insure compliance with Agency policies, regulations and procedures.

14. Reviews and makes determinations with respect to plans and procedures re-

25X1A

15. Initiates, directs and controls liaison concerning all financial policy and related procedural matters with operating officials for the purpose of establishing and maintaining uniform fiscal and budgetary policies.

16. Acts in a professional and consulting capacity in advising the Director and other Agency officials relative to budget and fiscal specialized work which has no precedent outside the Agency.

17. Develops and coordinates budgetary and fiscal activities necessary in the conduct of NSC operations.

18. Directs, supervises and controls the activities of the Budget, Fiscal and Finance Divisions.

COMPTROLLER  
MAY 10 9 40 AM '51

**SECRET**